

DUNHAM PUBLIC LIBRARY

Library Director I

Civil Service Classification: Competitive

Salary: \$75,000 to \$80,000 depending on experience and qualifications

Full-Time: 35 hours/week

Benefits: NYS Retirement, Paid Time Off, Health Insurance, Paid Holidays

Dunham Public Library in Whitesboro, New York is seeking an energetic, passionate, library professional to be their new director. DPL serves the Whitesboro Central School District which is a rural/suburban community.

The mission of the Library is to promote lifelong learning and a sense of community. Our new director will work with the staff to fulfill the library's goals:

- Provide our community with access to quality resources.
- Provide our community with an updated facility that is safe & accessible.
- Promote the library as an essential community resource.

About Dunham Public Library

Chartered in 1926, the Dunham Public Library has served the Whitesboro community for a century from its historic building at 76 Main Street in what was once the family home of Reverend Moses Dunham, father of George Earl Dunham for whom the library is named. Upon the death of George Earl Dunham on October 29, 1922, his will stipulated that the home of his late father, Reverend Dr. Moses Earl Dunham and the sum of \$7500, would be donated to the Union Free School District of Whitesboro for the establishment of a library. The money and property to be used for the purpose of a public library or transferred into a trust for Hamilton College. With the help of his wife, Helen, it was decided to open a library. The plan became a reality on July 25, 1927.

In 1937, Dunham Public Library was rechartered as a public library serving the geographical area of the Whitesboro School District, a service area encompassing Deerfield, Marcy, Schuyler, Whitesboro and Yorkville.

Dunham Public Library is a member of the [Mid-York Library System](#), a cooperative library system created under [Article 5 § 272 of NYS Education Law](#). Dunham is one of

forty-three libraries serving Oneida, Herkimer and Madison Counties. A Dunham Public Library card is valid at any Mid-York member library and library materials can be borrowed and returned at any of the forty-three libraries.

Distinguishing Features of the Position

The position includes supervision of a staff of roughly 25 employees, professional and clerical, as well as time spent in professional library service activities. Work involves carrying out broad policy as determined by the Dunham Public Library Board of Trustees.

Duties and Responsibilities

- The Library Director develops the library budget and supervises the expenditure of library funds and the collection of library revenues, and may administer grants
- Establishes and maintains procedures and effective controls to keep revenues and expenditures on budget
- Develops and evaluates plans for library services, evaluating the effectiveness of the Library's services and programs in relation to the changing needs of the community
- Keeps abreast of best practices in library programs and services
- Attends Mid York Library System and other local, state, and national conferences as appropriate
- Reviews and develops policies and procedures for the operation of the Library within the policies and guidelines set by the Board of Trustees, and works with the Board of Trustees and library staff on those policies
- Supervises the work and training of library personnel, and leads staff training
- Administers personnel policies; recommends appointments, transfers, promotions, dismissal, and staffing patterns of personnel
- Works with the Whitesboro Central School District on budget votes and trustee elections
- Develops and implements an effective system of supervision for all staff, and reviews staff performance
- Keeps informed of professional developments through attendance at and participation in professional organizations, system meetings, workshops, continuing education courses, and professional reading
- Represents the Library before governmental agencies and community groups in seeking financial resources for the Library, including public and private fundraising opportunities and grants

- Remains up to date on community needs and desires regarding library services and programs
- Supervises the maintenance of library property and recommends repairs, alterations, and new construction
- Administers the purchase and selection of library materials
- Compiles and submits all local and state reports

Knowledge, Skills, and Abilities

Ideal candidate for the position of Library Director should possess thorough knowledge of:

- Library administration practices, modern library organization, procedures, policies, aims, and services
- The application of computer technology to library operations
- Modern principles and practices of library science
- Library materials and collection development issues

Ability to:

- Carry out library policies and procedures
- Train and supervise library staff
- Plan and coordinate the work of others
- Exercise leadership and motivate others
- Read and comprehend library research
- Interpret and respond to users' needs quickly and accurately, and prescribe information or materials accordingly
- Establish effective working relationships with community organizations
- Express ideas clearly and effectively, both orally and in writing, to groups and individuals

Minimum Qualifications

- A Master's Degree in Librarianship from a library school accredited by the American Library Association, or recognized by the New York State Education Department as following acceptable education practices
- Three years of professional library experience, one year of which must be supervisory or administrative.

Special Requirements

Eligibility for a New York State Public Librarian's Professional Certificate at the time of Application OR possession of the certificate at the time of appointment.

General Expectations

All library staff are expected to be reliable, punctual, and efficient; to handle situations with the public and each other with tact and courtesy; to understand and apply library policies; to generally supervise the use of the Library by the public and staff to protect library property and ensure public safety; and to comply with the Library's Code of Conduct. The schedule includes some evenings and Saturdays.

How To Apply:

1. Applicants must email a cover letter and resume, combined into a single PDF to librarydirectorsearch@midyork.org. Please include "Dunham Public Library" in the subject line; AND
2. For more details, please see the linked job description at: <https://oneidacountyny.gov/assets/Personnel/JobSpecifications/L/LibraryDirectorI.pdf> and visit our website <https://whitesborolibrary.org/>

Job titles at DPL are:

Page, Cleaner, Building Maintenance Worker, Library Aid, Library Clerk, Library Assistant, Librarian, and **Library Director**.

The job specifications are available at ocgov.net/oneida/personnel

For more information, please contact Library Director, April Bliss at abliss@midyork.org or by phone at [315-736-9734](tel:315-736-9734), extension 201

Applications are due by November 13, 2026